

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

# TOWN OF UNION

## PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
January 1, 2000 through December 31, 2004  
Annual Plan for Fiscal Year 2000  
January 1, 2000 through December 31, 2000

PREPARED BY  
TOWN OF UNION PLANNING DEPARTMENT  
3111 EAST MAIN STREET  
ENDWELL, NY 13760

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

### **PHA Plan**

### **Agency Identification**

**PHA Name:** Town of Union

**PHA Number:** NY505

**PHA Fiscal Year Beginning:** 01/2000

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library (George F Johnson Memorial Library and Your Home Library)
- ☐ PHA website
- ☒ Other (list below)  
Endicott and Johnson City Village Halls

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is: (state mission here)

**The PHA's mission is to provide for a wide variety of living environments for all socioeconomic groups in the population.**

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- X PHA Goal: Expand the supply of assisted housing  
Objectives:
- X Apply for additional rental vouchers:
  - ☐ Reduce public housing vacancies:
  - X Leverage private or other public funds to create additional housing opportunities:
  - ☐ Acquire or build units or developments
  - ☐ Other (list below)
- X PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☐ Improve public housing management: (PHAS score) \_\_\_\_\_
  - X Improve voucher management: (SEMAP score) 5%
  - X Increase customer satisfaction:
  - ☐ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)

- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
  
- ☐ Other: (list below)
  
- X PHA Goal: Increase assisted housing choices  
Objectives:
  - ☐ Provide voucher mobility counseling:
  - ☐ Conduct outreach efforts to potential voucher landlords
  - ☐ Increase voucher payment standards
  - X Implement voucher homeownership program:
  - ☐ Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☐ PHA Goal: Provide an improved living environment  
Objectives:
  - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☐ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☐ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- X PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - X Increase the number and percentage of employed persons in assisted families:
  - X Provide or attract supportive services to improve assistance recipients' employability:

- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

**Streamlined Plan:**

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☒ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**See Attachment A**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- ☐ Admissions Policy for Deconcentration
- ☐ FY 2000 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- ☐ PHA Management Organizational Chart
- ☐ FY 2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

X Other (List below, providing each attachment name)

- Attachment A Executive Summary
- Attachment B Housing and Homeless Needs Assessment
- Attachment C Strategy for Addressing Needs Narrative
- Attachment D PHA Policies Governing Eligibility, Selection and Admissions Narrative
- Attachment E PHA Rent Determination Policies Narrative
- Attachment F Operations and Management Narrative
- Attachment G Homeownership Programs Administered by the PHA Narrative

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans	5 Year and Annual Plans

Applicable & On Display	Supporting Document and Related Regulations	Applicable Plan Component
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication	Annual Plan: Operations and Maintenance



<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	of pest infestation (including cockroach infestation)	
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit

Applicable & On Display	Supporting Document	Applicable Plan Component
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,654	4	1	5	n/a	3	1
Income >30% but <=50% of AMI	1,544	3	1	3	n/a	2	1
Income >50% but <80% of AMI	2,324	2	1	2	n/a	1	1
Elderly	610	4	1	3	n/a	1	1
Families with Disabilities	n/a	4	4	3	n/a	2	1
Race/Ethnicity White	3,222	3	1	3	n/a	2	1
Race/Ethnicity Afro-American	78	n/a	n/a	n/a	n/a	n/a	1
Race/Ethnicity Asian	100	n/a	n/a	n/a	n/a	n/a	1
Race/Ethnicity Hispanic	33	n/a	n/a	n/a	n/a	n/a	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- X Consolidated Plan of the Jurisdiction/s Town of Union  
Indicate year: 1996-2000
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data  
Indicate year: \_\_\_\_\_
- ☐ Other housing market study  
Indicate year: \_\_\_\_\_
- ☐ Other sources: (list and indicate year of information)

See Attachment B

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) Section 8 tenant-based assistance Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	141		90
Extremely low income <=30% AMI	81	57.5	
Very low income	57	40.4	

(>30% but <=50% AMI)			
Low income (>50% but <80% AMI)	3	2.1	
Families with children	94	66.7	
Elderly families	13	9.2	
Families with Disabilities	57	40.4	
Race/ethnicity White	98	69.5	
Race/ethnicity Afro-American	28	19.9	
Race/ethnicity Hispanic	11	7.8	
Race/ethnicity Asian	2	1.4	
Race/ethnicity Native American	2	1.4	

Characteristics by Bedroom Size (Public Housing Only)	n/a	n/a	n/a
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)? \_\_\_\_\_

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

### **C. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

#### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

#### **Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- X Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below) Work with non-profit agencies to develop alternative housing choices for elderly

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- X Affirmatively market to local non-profit agencies that assist families with disabilities
- X Other: (list below) Work with non-profit agencies to develop alternative housing choice for disabled people

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
- X Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

See Attachment C

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
b) Public Housing Operating Fund	0	
b) Public Housing Capital Fund	0	
b) HOPE VI Revitalization	0	
b) HOPE VI Demolition	0	
b) Annual Contributions for Section 8 Tenant-Based Assistance	722,795	
b) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
b) Resident Opportunity and Self-Sufficiency Grants	0	
b) Community Development Block Grant	280,000	Homeowner Mortgage Assistance Program - \$200,000 Mortgage Assistance Counseling Program - \$20,000 Multifamily Residential Rehabilitation Program - \$60,000
b) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
HOME	302,799	Mortgage Assistance and Rental



Sources	Planned \$	Planned Uses
		Rehabilitation
<b>3. Public Housing Dwelling Rental Income</b>	0	
<b>4. Other income</b> (list below)		
<b>4. Non-federal sources</b> (list below)		
Mortgage Lenders	830,520	Mortgages for homebuyers
Equity	76,430	Equity provided by homebuyers
<b>Total resources</b>	2,212,544	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- ☐ When families are within a certain number of being offered a unit: (state number)
  - ☐ When families are within a certain time of being offered a unit: (state time)
  - ☐ Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug-related activity
  - ☐ Rental history
  - ☐ Housekeeping
  - ☐ Other (describe)
- c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- ☐ Community-wide list
  - ☐ Sub-jurisdictional lists
  - ☐ Site-based waiting lists
  - ☐ Other (describe)
- b. Where may interested persons apply for admission to public housing?
- ☐ PHA main administrative office
  - ☐ PHA development site management office
  - ☐ Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year? ——
  2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists? ——
  3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists? ——
  4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐PHA main administrative office
- ☐All PHA development management offices
- ☐Management offices at developments with site-based waiting lists
- ☐At the development to which they would like to apply
- ☐Other (list below)

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- ☐ One
  - ☐ Two
  - ☐ Three or More
- b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

- a. Income targeting:
- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- ☐ Emergencies
  - ☐ Overhoused
  - ☐ Underhoused
  - ☐ Medical justification
  - ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
  - ☐ Resident choice: (state circumstances below)
  - ☐ Other: (list below)
- c. Preferences
1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

—— Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families

- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA-resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing**

- a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

- b. ☐ Yes ☐ No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- ☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:
  - ☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
  - ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
  - ☐ Other (list policies and developments targeted below)
- d. ☐ Yes ☐ No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- ☐ Additional affirmative marketing
  - ☐ Actions to improve the marketability of certain developments
  - ☐ Adoption or adjustment of ceiling rents for certain developments
  - ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
  - ☐ Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- ☐ Not applicable: results of analysis did not indicate a need for such efforts
  - ☐ List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- ☐ Not applicable: results of analysis did not indicate a need for such efforts
  - ☐ List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
  - ☐ Criminal and drug-related activity, more extensively than required by law or regulation
  - ☐ More general screening than criminal and drug-related activity (list factors below)
  - ☐ Other (list below)
- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
  - ☒ Other (describe below) Current and previous landlords' names and address, if known

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☐ None
  - ☐ Federal public housing
  - ☐ Federal moderate rehabilitation
  - ☐ Federal project-based certificate program
  - ☒ Other federal or local program (list below) Town of Union and Town of Vestal tenant based Waiting Lists

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

### **(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: Written request by applicant

### **(4) Admissions Preferences**

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☐ Residents who live and/or work in your jurisdiction



- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

—— Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness  
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☐ Other (list below)

**See Attachment D**

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30%

of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads

- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to

rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☐ Other (list below)

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
  - ☐ The section 8 rent reasonableness study of comparable housing
  - ☐ Survey of rents listed in local newspaper
  - ☐ Survey of similar unassisted units in the neighborhood
  - ☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- X At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - ☐ The PHA has chosen to serve additional families by lowering the payment standard
  - ☐ Reflects market or submarket
  - X Other (list below) Payment standard amended August 1999 to FMR, but FMR increased in October 1999, Payment Standard to be adjusted.
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - ☐ Reflects market or submarket
  - ☐ To increase housing options for families
  - ☐ Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- X Annually
  - ☐ Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- X Success rates of assisted families
  - X Rent burdens of assisted families
  - ☐ Other (list below)

## **(2) Minimum Rent**

- a. What amount best reflects the PHA's minimum rent? (select one)
- ☐ \$0
  - X \$1-\$25
  - ☐ \$26-\$50
- b. ☐ Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**See Attachment E**

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows:  
The head of the PHA is the Planning Director. The Community Development Coordinator is the Planning Director's deputy. The staff consists of 4 - Section 8 Administrators, 1 - Section 8 Housing Inspector and 1 - Section 8 Technician

### **B. HUD Programs Under PHA Management**

- List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	n/a	
Section 8 Vouchers	144	35
Section 8 Certificates	269	40
Section 8 Mod Rehab	n/a	
Special Purpose Section 8 Certificates/Vouchers (list individually)	n/a	
Public Housing Drug Elimination Program (PHDEP)	n/a	
Other Federal Programs(list individually)	n/a	


### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below) Town of Union Administrative Plan

See Attachment F

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **B. Public Housing**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☐ PHA main administrative office
  - ☐ PHA development management offices
  - ☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?



If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) \_\_\_\_\_

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- ☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name \_\_\_\_\_)

-or-

- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development  
☐ Revitalization Plan submitted, pending approval  
☐ Revitalization Plan approved  
☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

- ☐ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- ☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: _____
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity:b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: _____
7. Coverage of action (select one)

- |  |
|--|
| <input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development |
|--|

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

☐ Addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)

☐ Addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)

☐ Addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)

☐ Requirements no longer applicable: vacancy rates are less than 10 percent

☐ Requirements no longer applicable: site now has less than 300 units

☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**  
 [24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: 1b. Development (project) number:	
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected: ———	6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. X Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- X Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**See Attachment G**

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

**B. Services and programs offered to residents and participants**



**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- X Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes X No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)


## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2000 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
Public Housing	n/a	
Section 8	39*	12

- b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

Town has a contract with BOCES to administer the FSS Program. The contract will facilitate participation in the Program.

\*12 participants successfully completed their Contracts of Participation, 9 of which completed their Contracts after October 1998. The number of participant slots have been reduced from 48 to 39, reflecting the 9 completions.

## **C. Welfare Benefit Reductions**

- The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
  - ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☒ Informing residents of new policy on admission and reexamination
  - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
  - ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - ☐ Residents fearful for their safety and/or the safety of their children
  - ☐ Observed lower-level crime, vandalism and/or graffiti
  - ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
  - ☐ Other (describe below)
  
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
  - ☐ Safety and security survey of residents
  - ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
  - ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
  - ☐ Resident reports
  - ☐ PHA employee reports
  - ☐ Police reports
  - ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
  - ☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?  
☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

#### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

#### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

#### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☐ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☐ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

#### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
☐ Not applicable

- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - ☐ Attached at Attachment (File name) \_\_\_\_\_
  - ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
  - ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
  - ☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - ☐ Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
  - a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

Letters of interest were sent to participants to be members of an Advisory Board. Only two participants were willing to serve in this capacity. Information about the proposed plan was sent to all participants on the Program, informing them of the availability of the Plan and asking for their recommendations.

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) Town of Union
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Town of Union Consolidated Plan contained an estimated \$2,550,000 of programs oriented to meeting the needs of the low and very low income renters. Activities were concentrated in direct rental assistance, rental rehabilitation, property management services, multifamily mortgage assistance and supportive services.

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.



## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

Attachment A

Attachment B

Attachment C

Attachment D

Attachment E

Attachment F

Attachment G

Certifications

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number ——— FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	

19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

### **Annual Statement**

### **Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years			

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Project number, location	Number and Type of units	Capital Fund Program Parts II and III Component 7a	Development Activities Component 7b	Demolition / disposition Component 8	Designated housing Component 9	Conversion Component 10	Home-ownership Component 11a	Other (describe) Component 17



## **Attachment A**

### **ii. Executive Summary of the Annual PHA Plan**

The mission for the Public Housing Agency is to provide for a wide variety of living environments for all socioeconomic groups in the population. The PHA Plan and the Town of Union Consolidated Plan are completely compatible. The Consolidated Plan includes several programs that will benefit the Section 8 participants, directly or indirectly.

The Annual Plan identifies the housing needs, especially the housing needs of the extremely low income, very low income and low income residents of the Town of Union. The largest housing needs are affordability and quality of rental housing units. The Section 8 Rental Assistance Program reduces affordability issues by providing direct financial assistance to reduce the cost burden. It is proposed to increase the number of people that can be assisted by applying for additional Section 8 assistance. Improvement to the administrative practices of the Section 8 staff will increase people's ability to utilize the existing vouchers when they become available.

The Town of Union looks at homeownership as the preferred form of tenure. As such, the Town has committed CDBG and HOME funds towards providing direct financial assistance for first time homebuyers. The Town has included proposed procedures for permitting up to 25 Section 8 applicants and/or participants to select mortgage assistance in lieu of rental assistance.

The Town seeks to encourage participants to work. The Town has included the Administrative Plan amendment to eliminate interim recertifications for increases in income. The Town has also included an amendment to eliminate the Waiting List ranking system. The HUD requirement to target 75% of new participants to families at or below 30% of AFI, makes the ranking system inappropriate. Applicants will be taken from the Waiting List in a first come/first served basis.

To help increase the rate of participation, the Town will continue to provide training for its staff. The Town will continue its contract with BOCES for the administration of its FSS Program. BOCES provides the skilled personnel able to work with the FSS participants to maximize their likelihood of achieving self sufficiency



## Attachment B

### II. HOUSING AND HOMELESS NEEDS ASSESSMENT

#### NEEDS ASSESSMENT

Housing Needs - 1996 - 2000 Estimates

Owner-Occupied Housing

Overall, 13.8% of all families in owner-occupied housing have housing problems. Cost burden is the main housing problem for all income groups. 13.5% of the families have a cost burden in excess of 30% and 3.3% have a cost burden in excess of 50%. Extremely low- and low-income families, both elderly and non-elderly have much higher levels of distress than the Town as a whole.

TABLE 1  
OWNER-OCCUPANTS WITH HOUSING PROBLEMS/COST BURDEN 1990,  
TOWN OF UNION

<b>FAMILY TYPE</b>	<b>0-30% MFI HH EXTREMELY LOW INCOME</b>	<b>31-50% MFI HH LOW INCOME</b>	<b>51-80% MFI HH MODERATE INCOME</b>	<b>81-95% MFI HH MIDDLE INCOME</b>	<b>TOTAL HH</b>
<b>ELDERLY</b>					
TOTAL HH	730	910	1,206	639	5,125
HOUSING PROBLEMS	484	233	31	26	781
COST BURDEN >30%	484	233	31	26	781
COST BURDEN >50%	181	7	11	5	204
<b>ALL OTHER HH</b>					
TOTAL HH	182	309	873	773	10,351
HOUSING PROBLEMS	152	218	310	188	1,361
COST BURDEN >30%	149	199	394	188	1,303

## **Attachment C**

### **C. Strategy for Addressing Needs Narrative**

The Town of Union Planning Department is the designated Public Housing Agency for the Town of Union. The Planning Department administers the housing and Community Development Block Grant programs for the Town. The Planning Department developed the Town of Union Consolidated Plan Fiscal Years 1996 to 2000 and is in the process of developing a new five year plan through 2005. The combination of the two functions provides an ease of compatibility and complimentary actions that usually is not found in separate and distinct agencies.

The Section 8 Rental Assistance Program in the Town has suffered from two interrelated problems, staffing and training. Three of the four Section 8 Administrators were hired in 1998. The fourth Section 8 Administrator was out on disability for half of 1998. Although professional training was provided to the new Administrators, the transition was slow due to the lack of in-house mentoring. At the same time, the computer software used by the Section 8 Administrators changed from a DOS-based to a Windows-based system. The learning time was exacerbated by inherent problems with the computer program. While the active participants on the Rental Assistance Program were served, very few new applicants were put on the program.

The staffing problems and most of the computer related problems were resolved during 1999. This has allowed the Agency to take people from the Waiting List and place them on the Program. Slowly the program utilization has increased. Unfortunately, this year has seen a large number of participants terminate from the program due to tenant requests and to their death.

The FSS program has been slowed by the above problems. The Town FSS Administrator resigned during 1998 leaving many of the participants in limbo. To avoid similar problems in the future, the Town outsourced the FSS administration to the Board of Cooperative Educational Services, BOCES. BOCES provides vocational training and support services to children and adults. The trained personnel are able to offer a wide range of services for the FSS participants. Much of 1999 was spent working with the FSS participants who were already under Contract of Participation. During the forthcoming months, new people will be placed on the FSS Program.

The Town of Union has as a priority that homeownership is the preferred form of housing tenure. The Town has focused attention on providing assistance to first time homebuyers. The Town uses CDBG funds and HOME funds to assist. These funding sources, especially the HOME funds, have assisted very low income families purchase houses. The Town looks to use this expertise in implementing the homeownership option under the Section 8 Program.

<b>FAMILY TYPE</b>	<b>0-30% MFI HH EXTREMELY LOW INCOME</b>	<b>31-50% MFI HH LOW INCOME</b>	<b>51-80% MFI HH MODERATE INCOME</b>	<b>81-95% MFI HH MIDDLE INCOME</b>	<b>TOTAL HH</b>
<b>COST BURDEN &gt;50%</b>	139	96	38	28	313
<b>TOTAL FAMILY</b>					
<b>TOTAL HH</b>	912	1,219	2,079	1,412	15,476
<b>HOUSING PROBLEMS</b>	636	451	341	214	2,142
<b>COST BURDEN &gt;30%</b>	633	432	335	214	2,084
<b>COST BURDEN &gt;50%</b>	320	103	49	33	517

SOURCE: U.S. CENSUS

The elderly account for 33.1% of all owner-occupants, but account for 35.5% of the families with housing problems, 37.5% of the families with a cost burden greater than 30% of income and 39.5% of the families with a cost burden greater than 50%. Elderly homeowners are disproportionately represented in the income groups having less than 95% of the median family income. Elderly represent 80.0% of the total families with income under 30% of MFI, 74.7% of the low-income families, 58.0% of the moderate-income families and 45.3% of the middle-income families. While 15.2% of all elderly have housing problems and cost burden greater than 30%, 66.3% of the extremely low-income have housing problems and cost burden greater than 30%. Low-income elderly account for 56.6% of the families with cost burden greater than 50%, 24.8% of all low-income elderly.

Non-elderly owner-occupants account for 66.9% of all owner-occupants. Middle-income families account for 20.6% of all non-elderly owner-occupants. Extremely low-, low- and moderate-income non-elderly families have higher proportions of distress than the elderly families. Although there are greater numbers of elderly extremely low-, low- and moderate income families, a higher proportion of the non-elderly families by income category have housing problems and high cost cost burden. 83.5% of extremely low-income non-elderly families have a housing problem. 81.9% have a cost burden in excess of 30% and 76.4% have a cost burden in excess of 50%. Low-income non-elderly families have similar levels of distress, with 70.6% of the families having a housing problem and 64.4% having a cost burden in excess of 30%. 31.1% have a cost burden in excess of 50%.

The Town has operated a Housing Rehabilitation Program funded by CDBG funds for the last 18 years. The majority of participants in the Program are elderly, extremely low- and low-income owner-occupants. In addition to special housing rehabilitation needs that are related to the owner's physical condition, the elderly homeowners' housing most often are in need of basic repairs and/or replacement to the major components of the house, such as the furnace, roofing, foundation and electrical system. Without financial assistance, many of these elderly would be forced out of their houses or would remain in deteriorating physical settings.

Homeownership opportunities for extremely low-, low- and moderate-income households are nearly non-existent. As shown in Table 30, there were no vacant for sale units affordable by households with income below 50% of the MFI and only limited units available to low-income households. It is difficult for people in these income groups to save enough money for a down-payment and closing costs, much less sufficient funds to reduce the mortgage amount to an affordable level.

### Renter-Occupied Housing

A greater proportion of renters than owner-occupants have housing problems and cost burden in excess of 30% and 50%. Cost burden appears to be the main problem for renters. 36.7% of renters have housing problems. 35.0% of renters have cost burden in excess of 30% and 17.7% have cost burden in excess of 50%. Extremely low-income renters account for 17.7% of all renters. Low-income families account for 16.5% of all renters. Moderate-income renters account for 24.8% of all renters. Middle-income renters account for 8.3% of all renters. Extremely low-income and low-income families, both elderly and non-elderly, have much higher levels of distress than the Town as a whole.

The elderly account for 19.4% of all renters, but account for 29.6% of the families with housing problems, 30.6% of the families with cost burden greater than 30% and 31.8% of the families with cost burden greater than 50%. Elderly account for 25.5% of all middle-income families. Elderly account for 36.9% of the extremely low income renters and 29.8% of low-income renters. While 56.1% of all elderly renters have housing problems, 77.2% of the extremely low-income and 71.3% of the low-income families have housing problems. Elderly with cost burden in excess of 30% account for 55.4% of all elderly, but 75.9% of the extremely low-income and 71.3% of the low-income elderly have cost burden in excess of 30%. 60.0% of the extremely low-income have cost burden in excess of 50%, versus 29.0% of the entire elderly rental population.

Small families have similar characteristics to the elderly population. Extremely low- and low-income small families have higher levels of housing problems and cost burden than the elderly population. 85.8% of extremely low-income small families have housing problems. The same number have cost burden in excess of 30% and 73.8% have cost burden in excess of 50%. 77.8% of low-income small families have housing problems. 76.6% of low-income small families have cost burden in excess of 30% but only 25.1% have cost burden in excess of 50%.

TABLE 2  
RENTERS WITH HOUSING PROBLEMS/COST BURDEN 1990,  
TOWN OF UNION

<b>FAMILY TYPE</b>	<b>0-30% MFI HH EXTREMELY LOW INCOME</b>	<b>31-50% MFI HH LOW INCOME</b>	<b>51-80% MFI HH MODERATE INCOME</b>	<b>81-95% MFI HH MIDDLE INCOME</b>	<b>TOTAL HH</b>
<b>ELDERLY</b>					
TOTAL HH	610	460	459	80	1,811
HOUSING PROBLEMS	471	328	206	9	1,016
COST BURDEN >30%	463	328	206	4	1,003
COST BURDEN >50%	366	137	19	4	526
<b>SMALL FAMILIES</b>					
TOTAL HH	355	457	675	416	3,205
HOUSING PROBLEMS	319	392	159	38	906
COST BURDEN >30%	31	378	159	31	887
COST BURDEN >50%	319	130	6	0	455
<b>LARGE FAMILIES</b>					
TOTAL HH	68	45	217	32	509
HOUSING PROBLEMS	68	39	102	11	246
COST BURDEN >30%	68	39	46	0	153
COST BURDEN >50%	54	10	0	0	64
<b>ALL OTHER HH</b>					
TOTAL HH	621	582	973	249	3,855
HOUSING PROBLEMS	533	453	236	8	1,264
COST BURDEN >30%	533	446	228	8	1,237

<b>FAMILY TYPE</b>	<b>0-30% MFI HH EXTREMELY LOW INCOME</b>	<b>31-50% MFI HH LOW INCOME</b>	<b>51-80% MFI HH MODERATE INCOME</b>	<b>81-95% MFI HH MIDDLE INCOME</b>	<b>TOTAL HH</b>
COST BURDEN >50%	458	146	6	0	610
<b>TOTAL FAMILY</b>					
TOTAL HH	1,654	1,544	2,324	777	9,360
HOUSING PROBLEMS	1,391	1,212	705	64	3,434
COST BURDEN >30%	1,383	1,191	641	41	3,280
COST BURDEN >50%	1,197	423	31	4	1,655

SOURCE: U.S. CENSUS

Large families are a small proportion of all renters, 5.4%, but account for 7.2% of the households with housing problems. All extremely low-income large families have housing problems and all have a cost burden greater than 30%. Low-income families also have a high level of housing problems and cost burden in excess of 30%, 86.7% of all households.

All other families account for 41.2% of all renters and 36.8% of all people with housing problems.

As with the other family groups, extremely low-income families had an extremely high proportion of housing problems and cost burden greater than 30% and 50%, 85.8%, 85.8% and 73.8% respectively, just slightly higher than total rental population. Low-income 'other' families were similarly distressed with 77.8% having housing problems and 76.6% having cost burden greater than 30%.

The Town of Union has operated a Rental Assistance Program for the past 18 years. A majority of the people eligible for one-bedroom units, one and two-person households, are elderly, reflecting the pattern shown in the above analysis. Under prior regulations, the Section 8 Waiting List was maintained according to the number of bedrooms for which the family was entitled. The Section 8 Waiting List for one-bedroom units and for large units, three or more bedrooms, moved very slowly, indicating a large unmet demand and reflecting the ill-house conditions in which the elderly and large families often found themselves. The majority of the people on the waiting list and placements are extremely low-income people paying more than 50% of their income on rent. Very few people had other Federal preferences or multiple preferences.

TABLE 3  
SECTION 8 WAITING LIST  
TOWN OF UNION

CATEGORY	0 BR	1 BR	2 BR	3 BR	4 BR	TOTAL
ELDERLY/HANDICAPPED/ DISABLED	0	123	4	3	0	130
NON-ELDERLY	0	9	94	83	22	208
TOTAL	0	132	98	86	22	338
FEDERAL PREFERENCE - 50% COST BURDEN	-	51	19	23	10	103
FEDERAL PREFERENCE - SUBSTANDARD UNIT	-	1	1	1	1	4
FEDERAL PREFERENCE - INVOLUNTARY DISPLACED	-	-	-	1	-	1
NO FEDERAL PREFERENCE	-	80	78	61	11	230

SOURCE: TOWN OF UNION

The Section 8 regulations were changed, no longer requiring the Waiting List to be maintained by bedroom size. In November 1994, the Town of Union Administrative Plan was amended to adopt a system of ranking of the Federal preferences. Each Federal preference, involuntarily displaced, living in substandard housing or having a cost burden in excess of 50% of income is equal. Having more than one Federal preference does not change the rank order. Applicants with a Federal preference are ranked according to the following priorities in the issuance of a Certificate of Participation or a Housing Voucher.

- (1)) Family Self Sufficiency, Service: Town of Union/Vestal applicants electing to participate in the Town of Union's Family Self Sufficiency Program that are enrolled in a specified FSS-related service will be ranked number 1.
- (2) Full Time Employment: Town of Union/Vestal applicants that are employed full time will be ranked number 2. Full time employment includes adult member(s) of the household: working 30 hours or more per week, enrolled full time in an educational or job training program or receiving Social Security, SSD or SSI payments.
- (3) Family Self Sufficiency, Non Service: Town of Union/Vestal applicants electing to participate in the Town of Union's Family Self Sufficiency Program

that are not enrolled in a specified FSS-related service will be ranked number 3.

(4) Part Time Employment: Town of Union/Vestal applicants that are employed part-time or receiving unemployment payments will be ranked number 4. Part time employment includes adult member(s) of the household working less than 30 hours per week.

(5) Town Residence: Applicants that live in the Town of Union or Vestal will be ranked number 5. Residency is established at the time of pre-application.

(6) Family Self Sufficiency, Service: Applicants electing to participate in the Town of Union's Family Self Sufficiency Program that are enrolled in a specified FSS-related service will be ranked number 6.

(7) Full Time Employment: Applicants that are employed will be ranked number 7. Full time employment includes adult member(s) of the household: working 30 hours or more per week, enrolled full time in an educational or job training program or receiving Social Security, SSD or SSI payments.

(8) Family Self Sufficiency, Non Service: Applicants electing to participate in the Town of Union's Family Self Sufficiency Program that are not enrolled in a specified FSS-related service will be ranked number 8.

(9) Part Time Employment: Applicants that are employed part-time or receiving unemployment payments will be ranked number 9. Part time employment includes adult member(s) of the household working less than 30 hours per week.

(10) Chronological Order: Applicants that do not have one of the above ranking priorities will be served in order of chronological placement on the Waiting List. Applicants will be served on a first come/first served basis.

The PHA reserved the right to allocate 10% of the Certificates and Housing Vouchers issued in a year to eligible families with no Federal preference.

Many of the families on the waiting list do not claim a Federal Preference, even though the completed pre-applications have information that would appear to entitle them to preference due to excessive cost burden. It was most prevalent for the families on the 2-bedroom waiting list. The PHA lists the applicant as having a preference if the pre-application indicates that they are eligible to receive such preference, even if the applicant has not requested a preference.

The time on the waiting list for families with a Federal preference is about six months. The time on the waiting list for families with no Federal preference is about four years. Without a significant increase in the number of certificates/vouchers that can be offered, it is unlikely that



many of the families with no Federal preference will be assisted.

#### Housing Problems by Race/Ethnicity

Due to the small number and proportion of minorities in the Town of Union, housing problems according to racial/ethnic composition produce skewed numbers. Low/moderate-income minority renters account for 6.0% of all low/moderate-income renters. Generally, the income distributions of all renters and minority renters are very similar, except that the minority renters have a higher proportion of extremely low-income households and a smaller proportion of low-income households than the total population. Similarly, even though the Black and Hispanic populations have no low-income renters, the combined extremely low- and moderate-income households is similar to the total distribution of the entire population. The distribution of renters with housing problems for the minority population is identical to the population of the entire Town. The Black population has a slightly higher proportion of renters with housing problems than the Town and the Hispanic population has a slightly lower proportion. The differences do not appear to be significant.

TABLE 4  
LOW/MODERATE INCOME RENTERS CHARACTERISTICS BY RACE/ETHNICITY  
TOWN OF UNION

<b>INCOME DISTRIBUTION OF RENTERS</b>			
<b>RACE/ETHNICITY BY HOUSEHOLDS (# OF HH)</b>	<b>EXTREMELY LOW INCOME %</b>	<b>LOW INCOME %</b>	<b>MODERAT E INCOME %</b>
ALL (9380)	17.6	16.5	24.8
ALL MINORITIES ( 563)	29.7	6.7	25.8
BLACKS ( 209)	38.3	0.0	14.4
HISPANICS ( 161)	18.6	0.0	51.6
<b>RENTERS WITH HOUSING PROBLEMS</b>			
ALL (36.6%)	84.1	78.5	30.3
ALL MINORITIES (37.5%)	79.6	78.9	29.7
BLACKS (42.1%)	82.5	0.0	73.3
HISPANICS (20.5%)	70.0	0.0	14.5

SOURCE: U.S. CENSUS

Low/moderate-income minority owners account for 2.2% of all low/moderate-income owners in

## **Attachment D**

### **3. PHA Policies Governing Eligibility, Selection and Admissions Narrative**

The Town did not apply a system of preferences for the Waiting List. The Town used a ranking system to prioritize applicants. As part of this plan submission the Town is amending its Administrative Plan to eliminate the ranking system in its entirety. All applications will be treated on a first come/first served basis, as applicable under the income target requirements of the program. Chapter 4 Establishing and Maintaining the Waiting List is amended as follows:

1. Eliminate C. Ranking
2. Eliminate E. Ranking Eligibility
3. Eliminate G. Order of Selection
4. Eliminate H. Final Verification of Ranking
5. Eliminate I. Ranking Denial
6. Add C. Order of Selection The order of selection from the Waiting List is based on the date placed on the Waiting List. Applications with the earliest date will be processed first, a first come/first served basis. Applications submitted on the same date will be processed in alphabetical order, the first letter of the last name closest to A being served first. The order of selection is modified by the requirement that 75% of the people being placed on the program have income at or below 30% of the MFI.

the Town. The minority population has a slightly lower proportion of low/moderate-income owners than the Town. The Black and Hispanic populations account for 39.2% of the low/moderate-income owners. It is assumed that the larger number of low/moderate-income minority population is the Asian population. The proportion of owners with housing problems, by race/ethnicity is similar for income groups 16.0% for all minorities versus 13.8% for the entire Town. The small numbers render the figures relatively meaningless. For example, 20% of the low/moderate-income Hispanic owners have housing problems. Twenty percent of the universe amounts to 18 households, versus a total universe of 2,136 households for the entire Town population.

TABLE 5  
LOW/MODERATE INCOME OWNERS CHARACTERISTICS BY RACE/ETHNICITY  
TOWN OF UNION

<b>INCOME DISTRIBUTION OF OWNERS</b>			
<b>RACE/ETHNICITY BY HOUSEHOLDS (# OF HH)</b>	<b>EXTREMELY LOW INCOME %</b>	<b>LOW INCOME %</b>	<b>MODERATE INCOME %</b>
ALL (15476)	5.9	7.9	13.4
ALL MINORITIES ( 337)	4.2	1.8	11.6
BLACKS ( 42)	0.0	0.0	14.3
HISPANICS ( 90)	6.7	6.7	6.7
<b>OWNERS WITH HOUSING PROBLEMS</b>			
ALL (13.8%)	69.7	37.0	16.4
ALL MINORITIES (16.0%)	100.0	100.0	30.0
BLACKS ( 0.0%)	0.0	0.0	0.0
HISPANICS (20.0%)	100.0	100.0	100.0

SOURCE: U.S. CENSUS

### Overcrowding

Except for large families that are renters, overcrowding is not a major problem for renters or owners. Low/moderate-income renters living in overcrowded conditions account for 159 households, 1.7% of the total low/moderate-income households. The distribution of renter households by income does not indicate significant differences of overcrowding for households with extremely low-, low- and moderate-income. Large families, not surprisingly, have a significant problem of overcrowding. Overall, 25.7% of the large family renters were living in

overcrowded conditions. The large families with extremely low-income had 38.2% of the households living in overcrowded conditions.

Homeowners had very little problem with overcrowding. Only 0.5% of owners, excluding elderly, were living in overcrowded conditions. If elderly are included, only 0.3% of all owners were living in overcrowded conditions. Very few owner-occupied housing units have less than three bedrooms, so only very large families would be in overcrowded conditions as owners.

TABLE 6  
OVERCROWDING  
TOWN OF UNION

TENANCY	EXTREMELY LOW INCOME %	LOW INCOME %	MODERATE INCOME %	TOTAL %
ALL RENTERS	2.4	1.4	2.4	1.7
LARGE FAMILY RENTERS	38.2	26.7	25.8	25.7
ALL OWNERS	0.3	1.6	0.3	0.3
OWNERS OTHER THAN ELDERLY	1.6	6.1	0.7	0.5

SOURCE U.S. CENSUS

#### NATURE AND EXTENT OF HOMELESSNESS

The population count of homeless people provided by the Census was determined to be inadequate for any analysis of existing conditions. The 1990 Census reported a homeless population of 6 in the County, none in the Town of Union. A 1990 study "Homelessness in Broome County, A Summary of Recent Surveys on Area Homeless Shelter Utilization and Profiles of Individuals Who Access Area Services for the Homeless" was written by Project Uplift and the Mental Health Association. The study was a first attempt at understanding the characteristics and extent of homelessness in the County. While the study contained a lot of good data, the information as to the extent of homelessness was limited.

#### Survey Methodology

In order to develop a better count of the homeless and 'at risk' population, a committee was formed of representatives from various agencies working with the subject population. The committee contained representatives from the Town of Union and the City of Binghamton, Project Uplift, Volunteers of America, County Department of Social Services, YMCA, YWCA, Salvation Army Open Door, SOS Shelter, Citizens Action Committee and OFB. The purpose of

the committee was to define the homeless population and the methodology to be used to survey the defined population. The homeless and 'at risk' population was defined as:

- (1) Adults, children and youth sleeping in places not meant for human habitation.
- (2) Adults, children and youths in shelters.
- (3) Adults, children and youth at imminent risk of residing on the streets or in shelters, including adults and children in institutions and adults, children and youth living doubled-up in conventional housing.

The agencies and local police forces were questioned about the number of homeless sleeping on the streets or living in other places not suitable as a residence. Although people in this category exist in the County, it was determined that the number was very small and would be impossible to determine through a survey, given the limited personnel available. In order to minimize the number of people in this category that would be missed during a survey, it was determined that the survey should occur during the winter months when the extreme cold would cause most people to seek shelter. The various agencies housing the homeless stated that the end of the month tended to find more people in the shelters than at other times.

It was agreed that the shelters would be surveyed as based on a point prevalence study, to determine the number of people housed in a shelter on any particular night.

The most difficult category to survey was the 'at risk' population. It was decided to include in the point prevalence study various institutions, such as the mental health facilities and the jails to determine the institutionalized population that could be determined 'at risk'. In order to get a count of the population that is 'at risk' but not in a shelter it was determined to include non-housing social service agencies in the point prevalence study. In order to avoid duplicating counts, only individuals that consider themselves homeless, but were not in a shelter on the night of the survey, were questioned. It is understood that the 'at risk' population that does not avail itself of social services was not included in the survey.

The Town of Union Planning Department and the City of Binghamton Department of Planning, Housing and Community Development developed and conducted a survey of the homeless and at risk population. All shelters were sent surveys to be completed on March 31, 1993. The surveys were to be completed on all individuals and families in the shelter on that evening. The surveys were also sent to the Department of Social Services for people housed in emergency housing, Broome County Jail and the jails in Binghamton, Johnson City and Endicott. The Psychiatric Hospital was included to determine people that would be de-institutionalized. All shelters, with the exception of one in Binghamton, completed the survey.

The at risk population was surveyed on April 1, 1993 with surveys completed by Project Uplift, CHOW and PROBE. Respondents that replied that they were at a shelter the previous night were

not included in the non-shelter survey tabulations to avoid duplication.

The survey is, at best, a snapshot of existing homelessness conditions. It is understood that segments of the homeless and at risk population were not surveyed because of the limitations of the survey tools.

### Survey Results

The survey indicated that 89 individual households were in shelters or similar facilities in Broome County. The count included 90 adults and 11 children. The children were in 4 families. Of the 89 households reported as homeless, less than half, 48.3%, reported Broome County as the place of residence before their homelessness. The largest group of respondents, 33.7% of the total, reported other areas in New York State as their last address. The shelters report that homeless people from the surrounding counties are referred to the facilities in Broome County, since shelters are not available in the more rural counties. Some of the homeless population is from New York City, reflecting the migration of extremely low-income people from New York City to Broome County.

The majority of the homeless population from within the County, report Binghamton as their last permanent address, 29.2% of the total reported. The homeless population is overwhelmingly male, 79.8% of the homeless and young, the average age was 37.8 years old. The homeless population contained very few families, just five families, four of which contained children. Two of the families were at the SOS Shelter, a specialized shelter for the victims of domestic violence. The majority of the homeless were white, 68.6% of the total homeless population. Black homeless accounted for 18.6% of the population and Hispanic homeless accounted for 11.6% of the population. The minority homeless population was larger than the proportion of the County's total minority population. When the minority homeless population is cross tabulated with the last permanent address, a majority of the minority homeless were from outside Broome County. Twelve of the 16 Black homeless were from outside the County and four of the ten Hispanic homeless were from outside the County.

The survey indicated that an additional 75 people were unsheltered and homeless. The majority of these people reported living with a friend or relative. The 75 people included 52 adults and 23 children. The 23 children were distributed in 9 families. One food pantry, Salvation Army West, did not provide racial/ethnic characteristics for homeless people using the center, therefore the racial characteristics cannot be accurately depicted. Three non-sheltered homeless listed the Town of Union as their residence. None of the three were using the Salvation Army West facility, so they were included in Table 8.

Ten individuals reported the Town of Union as their last place of residence, 11.2% of the total. The homeless from the Town of Union have a similar distribution to the County homeless population. The average age was slightly lower than the County, 32.7 years old. None of the homeless were in families and there was only one female. The numbers of homeless in the Town

and in the County are so small, that it is difficult to provide a meaningful analysis.

TABLE 7  
HOMELESS POPULATION CHARACTERISTICS  
TOWN OF UNION

<b>RACE</b>	<b>MALE</b>	<b>FEMAL E</b>	<b>TOTA L</b>
WHITE (non Hispanic)	10	2	12
BLACK (non Hispanic)	0	0	0
AMERIND	0	0	0
ASIAN	0	0	0
HISPANIC	1	0	1
UNKNOWN	0	0	0
TOTAL	11	2	13

#### Non-Homeless Special Needs Populations

The estimated non-homeless special needs populations are based on discussions with the various service agencies and the following assumptions.

Supportive housing needs for the elderly were based on the total population aged 65 years old or older, 1.5 persons per household and assumed 10% supportive housing need. Supportive housing needs for the frail elderly was estimated in the same manner except that the number of elderly with self care limitations was used as the base. The soon to be completed survey of elderly needs will provide a more accurate assessment of need.

TABLE 8

## HOMELESS POPULATIONS AND SUBPOPULATIONS

## TOWN OF UNION

	Total # Total # Homeless (a + c + d)	Homeless Unsheltered (a)	TOTAL NUMBER SERVED BY		
Part 1: Homeless Population			Reception/Day Centers (b)	Emergency Shelters (c)	Transitional Housing (d)
Families with Children					
1. Number of Homeless Families	0	0	0	0	0
2. Number of Persons in Homeless Families	0	0	0	0	0
Individuals not in Families					
3. Youth (17 years of age or younger)	2	0	0	2	0
4. Adults (18+ years of age)	11	3	0	8	0
TOTAL (lines 2 + 3 + 4)	13	3	0	10	0
Part 2: Subpopulations			Part 2: Continued		
Homeless Persons with Special Needs Related to:	% of Total	Number	6. Other (Specify)		
		14			



1. Severe Mental Illness (SMI) Only	23.1	3	Homeless Youth	7.7
2. Alcohol/Other Drug Abuse Only	30.8	4		
3. SMI and Alcohol/Other Drug Abuse	30.8	4		
4. Domestic Violence	7.7	1		
5. AIDS/Related Diseases	0.0	0		

The estimated need for housing for people with severe mental illness was based on a prorated portion of the County's needs as determined by the service providers. The prorated portion is based on the Town having 28.15% of the County's population.

The supportive housing needs for the mentally retarded/developmentally disabled was based on the estimated number of Town of Union residents in that category, assumed an average 3 persons per household and assumed a 10% need.

Persons with alcohol/other drug addiction and persons with AIDS are based on the prorated portion of needs in the County.

Supportive housing for refugees was based on a projection of 538 refugees in 1994, assumed average family size is 6 people per family and need is 20%.

### Homeless Subpopulations

The survey of the homeless population did not include characteristics of the homeless individuals other than gender, age, race, familial status and last permanent address. The City of Binghamton surveyed the shelters to elicit information on the homeless subpopulations. The shelters were requested to estimate the numbers of clients that met the following categories: severe mental illness, alcohol and/or drug abuse, mental illness and alcohol/drug abuse, domestic violence, homeless youth and people with AIDS or who are HIV positive. The numbers provided are estimates and should be considered as anecdotal information rather than statistic information.

### At Risk Population

The survey did not assist in determining the 'at risk' population, although people using food pantries and similar facilities can be assumed to be 'at risk'. The administrators of various social agencies have indicated that the numbers of people 'at risk' of homelessness are much greater than the numbers of people that are homeless. As with all the following estimates of 'at risk' population, the numbers provided are crude estimates based on various factors that may produce homelessness in the future or are characteristic of the homeless population. The 'at risk' population is not the sum of the estimates, since the characteristics are not necessarily mutually exclusive. The estimates should be viewed as a reflection of the extent of the 'at risk' population, as based on the total number of households in the Town of Union, 24,856.

The lack of rental units affordable by extremely low-income people places that entire segment of the population 'at risk'. As based on the 1990 Census, 2,564 households have income at or below 30% of the median. This includes many elderly people living entirely on social security and includes most families living on public assistance. People with housing problems, especially those that pay in excess of 50% of their income on housing, are at definite risk of being homeless. A total of 2,172 households have a cost burden in excess of 50% of their income, 517 owner-

occupant and 1,655 renter-occupant households.

Given that the majority of homeless people in the Town and in the County are non-elderly, low-income single people, it is assumed that this group of people are most 'at risk' of homelessness. The number of non-elderly, low-income people was estimated by calculating the number of non-family households aged 64 and younger, 5,598 households and multiplying it by the proportion of low-income households of all income groups, 39.2%. The number of non-elderly, low-income people is estimated at 2,194 people.

The Town has no way of estimating the number of households that are doubled up. The majority of the survey respondents that were not in a shelter, reported that they were staying with friends or relatives. From experience with the Section 8 Program, many extremely low-income families have fluidity in terms of the number of members that reside with the family. Some of the doubling up, is by choice, often it is the result of lack of funds to maintain independent households. It is even more difficult to estimate the number of households that are doubled up where the younger household continues to remain with a parent and has never been independent because of the lack of funds.

Other potential people at risk, such as persons leaving various institutions, such as jails, psychiatric hospitals and drug/alcohol treatment centers and victims of domestic violence, are similarly difficult to estimate.

Out of the 413 patients at the Binghamton Psychiatric Hospital, 85 are clinically deemed ready for discharge. A large number will leave inpatient care without benefit of intact natural supports, such as family or significant others, and will require assistance in securing decent housing. Affordability becomes the key as to whether the mentally ill person gets a housing choice or is made part of the homeless population.

Some of the population that is being de-institutionalized are included in the extremely low-income categories and the single, non-elderly low-income households. It is also impossible to estimate the number of people in this category that would live in the Town of Union, versus other areas of the County.

The SOS Shelter in Endicott serves the victims of domestic violence. During 1993, the SOS Shelter served 142 women and 187 children. Direct outreach, providing information and counseling was given to 387 clients. The Shelter also provided counseling through Hot Line telephone call to 2,883 households. Only a portion of the people served are from the Town of Union. But, even if the number of people served are prorated according to the Town's proportion of the County's population, the number of potential Town of Union residents that are victims of domestic violence is large. The prorated portion of Town of Union residents served by the Shelter is 40 women and 53 children served in the shelter and 812 people served by the Hot Line. It is assumed that many of the victims of domestic violence are 'at risk' of becoming homeless.

## Homeless and At-Risk Population Needs Assessment

Based upon discussions with the various agencies providing services to the homeless and 'at risk' population, it appears that most homelessness and at risk are due to the lack of affordability of the housing stock and the de-institutionalization of special needs populations. Most service agencies fall into two general categories, service agencies providing housing or other specialized fundamental needs and those providing counseling and other non-tangible services. There is cross-over between the agencies, in that the shelters provide counseling.

The shelter providers, food pantries and similar agencies are able to provide adequate care for the homeless population. There appears to be an adequate number of shelter beds for the homeless population. Food pantries and similar services, that have a wider clientele population, have more difficulty maintaining an adequate level of service as the demand keeps growing.

Although referral services are available, transitional housing needs and permanent resolution of affordability problems are more difficult. The population at-risk of homelessness, due to excessive cost burden, is difficult to serve until a crisis situation occurs. The waiting list for public housing or rental assistance is long. Single, non-disabled/handicapped, nonelderly people have great difficulty getting housing through these resources. Service agencies like Project Uplift and PROBE can offer recommendations and act as an ombudsman for the population, but they do not have a direct link to rental assistance.

The service agencies working with various special needs populations can assist in preventing homelessness, especially homelessness due to de-institutionalization. Catholic Charities, Project Uplift and other agencies provide direct counseling and support to special needs populations. Catholic Charities and other agencies also provide direct financial and housing assistance. Some of the shelters are not available to people that are continuing alcohol/substance abusers.

The service agencies working with the homeless and at-risk populations recognize the need for a comprehensive approach to serving the entire needs of the client population. There is a continued need to expand the counseling services to the population, but in a way where there is interagency support to assure that all of the persons needs are being met in a comprehensive manner. The Coalition for the Homeless is currently working on ways to bring the various agencies together to better the working relationships between the agencies.

Although the homeless population in the Town of Union is so small, and there appears to be little difficulty for the population to be served through the existing service agencies, the coordination of efforts will enhance the service delivery system.

### SPECIAL AND SUPPORTIVE NEEDS POPULATION

Special needs population includes the mentally disabled, mentally retarded/developmentally disabled, people with alcohol and/or drug addiction, physically disabled, people with AIDS and

the elderly and frail elderly. The refuge population in the Town of Union also is considered a special needs population for the Consolidated Plan.

### Mentally Disabled

The facilities housing the mentally disabled range in size from the NYS operated Binghamton Psychiatric Hospital in Binghamton containing 561 beds to a Supportive Apartment in Johnson City containing one 2-bedroom unit. The Broome County Office of Mental Health estimated that the County contained 13,489 mentally disabled people, 6.4% of the population. Assuming an even distribution of mentally disabled population across the County, 3,801 mentally disabled people reside in the Town of Union. As based upon open cases that are currently being served at Project Uplift, 43 clients are from the Town of Union. The Mental Health Association also reported a trend of clients finding housing in Johnson City as an alternative to Binghamton. A major reason for the shift in residence to Johnson City is the desire to get away from the rising crime and drug problems found in portions of Binghamton. The agency expressed concern that these people will be in competition for low cost housing with the refugee population locating in Johnson City. The agency also expressed concern that the central area of Johnson City not be allowed to deteriorate and become an undesirable living alternative.

TABLE 9  
AGE DISTRIBUTION OF MENTALLY DISABLED 1990  
BROOME COUNTY

AGE DISTRIBUTION	# OF PEOPLE
UNDER 18 YEARS OLD	5,931
18 TO 64 seriously disabled 1,666 non-seriously disabled 4,946	6,612
65 YEARS OLD AND OLDER seriously disabled 238 non seriously disabled 708	946
TOTAL	13,489

The de-institutionalization of the mentally disabled is creating a changing impact on the housing needs, in terms of sheer numbers of such units, the functioning level of the residents and the community response to such housing within the neighborhood. Out of the 413 patients at the Binghamton Psychiatric Hospital, 85 are clinically deemed ready for discharge. The majority of these people will choose to remain in Broome County when they are discharged. 67 of these patients are from Broome County. Client preference and individual choice are increasingly emphasized in the treatment and psychiatric rehabilitation of the mentally ill. There is a need for

interim housing, such as a situational crisis residence, whereby temporary housing is provided as a short term respite when a social crisis creates a housing problem.

Broome County Office of Mental Health reported specific needs for various age groups. Need for a community residence of 10 to 12 beds for male adolescents, aged 13 to 18. Need for a structured residence of 10 to 12 beds for older adolescents, aged 16 to 18. Need for 20 beds in supported apartments for adults. Need for a community residence of 8 beds for geriatrics. Need for a nursing home providing 40 beds for short term psycho-geriatric care.

#### Mentally Retarded/Developmentally Disabled

The mentally retarded/developmentally disabled are served through a wide variety of housing. In Broome County, the largest facility for the mentally retarded/developmentally disabled is the Broome Developmental Center in the Town of Dickinson. The Developmental Center has 480 certified beds with 408 in use as of March 31, 1994. At the end of March 1995, there are proposed to be 346 people at the Center, 62 fewer than the current level. The Center is planned to be totally phased out by 2000. The Broome Developmental Center estimated that there are 523 mentally retarded people in the Town of Union, not including a portion of the residents at the Broome Developmental center, of which 177 were from Broome County.

TABLE 10  
MENTALLY RETARDED/DEVELOPMENTALLY DISABLED 1990  
TOWN OF UNION

<b>RESIDENTIAL TYPE</b>	<b>TOWN OF UNION RESIDENTS</b>
COMMUNITY RESIDENCE OR INTERMEDIATE CARE (STATE)	46
COMMUNITY RESIDENCE (PRIVATE) Community Residence 21BR Supportive Apartments 10BR	31
FAMILY CARE/FOSTER CARE (PRIVATE SECTOR)	127
LIVING AT HOME (STATE OR PRIVATE AGENCY SERVICE)	319

The Community Residences are scattered throughout the Town of Union, in Endwell, Johnson City and Endicott. The State funded Community Residences serve adults, 18 years old and older. The Community residences serve people with higher levels of functioning than the people served in Intermediate Care facilities. The Community Residences also require a lower staff/resident

ratio than the Intermediate Care facilities.

The trend in New York State over the last several years has been to de-institutionalize the mentally retarded/developmentally disabled as well as the mentally disabled and to move the residents into small, community based facilities. Another local initiative will be the placement of individuals who currently reside at home and, because their care providers are getting older, have an inability to care for these developmentally disabled individuals and need out-of-home placements. According to the Broome Developmental Center the Center is looking to provide within the community 6 bed units as transitional housing. The Developmental Disabilities Services Office reported that 824 Broome County people were in need of various services (excluding Developmental Center residents). Individuals in need who are not receiving services account for 175 people. There are 187 individuals in need of residential services, 84 in need of adult day services and 791 in need of family/other support services.

In the process of de-institutionalization, the populations that have the highest levels of functioning were the first to be placed in community based facilities. The fact that the Community Residences and Supportive Apartments are relatively invisible within the Town of Union and that most people are unaware of their very existence is indicative of how well they have managed to be integrated into the community. But, as further de-institutionalization takes place, people with lower levels of functioning will be placed in the community. The sheer increase in the number of such facilities and the changes in the population served by the facilities may alter the invisible characteristics of the facilities and result in the community's antagonism to having such facilities located in established residential neighborhoods, the NIMBY complex.

### Alcoholism and Drug Abuse

There is no information on the number of alcoholics and drug abusers in the Town of Union. All treatment centers and facilities are located in Binghamton.

### Physically Disabled

It appears that the major problem for physically disabled people is finding housing that is suitable to their needs. Suitability and accessibility are defined both in terms of the units itself, such as accessible toilet and kitchen facilities, ramps in lieu of stairs, etc. and in terms of accessibility to shopping, public transportation and other services. Housing meeting these needs is very limited and often not affordable by low- and moderate-income people.

TABLE 11  
PHYSICALLY DISABLED 1990  
TOWN OF UNION

LIMITATION	# OF PEOPLE
16-64 YEARS OLD PERSONS WITH WORK DISABILITY	2,890

<b>LIMITATION</b>	<b># OF PEOPLE</b>
16-64 YEARS OLD PERSONS WITH WORK DISABILITY PREVENTED FROM WORKING	1,331
16-64 YEARS OLD PERSONS WITH MOBILITY LIMITATION	608
16-64 YEARS OLD PERSONS WITH SELF-CARE LIMITATION	570
65 YEARS OLD AND OLDER PERSONS WITH MOBILITY LIMITATION	898

SOURCE: U.S. CENSUS

A first floor bathroom and bedroom and a ramp from the street level are often required improvements for an owner-occupant to maintain their independent living arrangements. Depending upon the design of the individual house and the topography of the site, these improvements may cost between \$10,000 to \$20,000, beyond what low- and moderate-income homeowners can afford.

Landlords often are hesitant about investing money into a building for handicapped accessibility to assist a particular tenant. Due to the lack of suitable housing in the private sector, people are forced to rely on public sector housing as the sole source of handicapped accessible units. The Southern Tier Independence Center uses 15% of the population as an estimate of the population that is physically disabled. The data in the following Table is from the U.S. Census. No data are available cross tabulating physical disabilities and income.

The Veterans Outreach Center reported that disabled veterans are in need of architectural improvements to their living units to accommodate their disabilities.

### AIDS

HIV infected people constitute a small population. In 1990, it was estimated that there are 9 HIV infected people in the Town of Union. According to the Center for Disease Control's projections, the number of HIV infected people in the Town will increase to 75 people by the year 2000. According to the Southern Tier AIDS Program, the major housing issues for HIV positive people include handicapped accessibility (i.e., first floor versus third floor), proximity to health care services and an environment promoting positive health, attitudes and outlook. There is no specific housing serving HIV infected people.



### Elderly and Frail Elderly

The elderly population is increasing at the fastest rate of any age group, with the age group 75 years old and older, having the greatest percentage increase. Housing is an issue for the elderly which traverses income limits. Changes in the physical condition of the elderly limit accessibility within and to the housing unit. Changes in the financial conditions of the elderly limit housing choice and may make remaining in their respective housing unit difficult. Changes in household size, such as the death of a spouse, result in a change in the housing needs. Lastly, changes in life style brought about by retirements, health problems, social relationships and such create changes in housing needs.

In the Town of Union there are 10,068 people aged 65 years old and older, 16.8% of the Town's population. People aged 75 years old and older account for 4,380 people, 7.3% of the population. There are no accurate counts of frail elderly. As based on the 1990 Census, 898 elderly people have a self care limitation, accounting for 9.5% of the elderly population. The frail elderly would have the most difficulty maintaining independent living arrangements.

Action for Older Persons completed a survey of the elderly population in the County. The survey focused on health, housing, services and other issues that impact the elderly population. Action for Older Persons intends to use the results of the survey to assist in the coordination of services for the elderly.

### Refugee Population

The influx of refugees into the area, especially in Johnson City, has grown geometrically over the last few years. According to data provided by the Department of Health and Human Services Office of Refugee Resettlement, Broome County ranked sixth highest of all counties in New York State for refugee resettlement during 1990 to 1992. The social groups assisting in refugee assistance cannot provide statistical data as to the location of the refugees. It is estimated that 55% of the refugees live in Johnson City. The bulk of the refugees live in Census Tracts 139 and 140. World Relief maintains offices on Main Street in Johnson City to assist the refugees in that area. English language classes are provided at World Relief offices on Main Street. The Boland Block apartments on Main Street are used as the initial housing for newly arrived refugees. As the refugees move out of their initial housing many locate in the surrounding neighborhood. Ethnic churches, food stores and social clubs have developed in central Johnson City, reflecting the permanent settlement of many of the refugees into the central Johnson City area. The Lincoln Elementary School in Johnson City has 18 different languages being accommodated in their programs.

TABLE 12  
REFUGEE POPULATION 1990-1992  
TOWN OF UNION

<b>PLACE OF ORIGIN</b>	<b>1990</b>	<b>1991</b>	<b>1992</b>	<b>BROOM E COUNT Y TOTAL</b>	<b>TOWN OF UNION TOTAL*</b>
ALBANIA		8	15	23	13
AMER-ASIAN	117	226	217	560	308
BULGARIA		1		1	1
CAMBODIA	3			3	2
CUBA		1	39	40	22
ETHIOPIA	4	34	16	54	30
IRAQ			57	57	31
IRAN	1			1	1
LAOS	59	28		87	48
LIBYA		16		16	9
NICARAGUA	13			13	7
ROMANIA		8		8	4
SOMALIA			10	10	6
SOVIET UNION (former)	185	48	108	341	188
VIETNAM	146	146	111	403	222
TOTAL	528	516	573	1,617	892

\* Town of Union figures based on the estimate that 55% of the refugee population settled in Johnson City.

Projections for refugee resettlements in 1993 and 1994 are in the same range as the three previous years, between 500 and 575 persons per year. Due to the poor local economy, it is anticipated that agencies involved in resettlement will reassess the resettlement efforts and reduce the number of such families coming to the area.

Local refugee resettlement occurs primarily through World Relief, Church World Service and the American Civic Association. Individual churches may also sponsor refugees, however, the

majority of refugees come through one of the three agencies.

The agencies report that a major part of the housing problem is related to the lack of standard, affordable large units that can be rented on relatively short notice. The resettlement agencies often have very short notice that a family will be arriving, sometimes as little as 24 hours. Until such notification occurs the agency cannot know the size of the apartment needed, since the size and the make-up of the family is not known. Often the initial housing is substandard housing that is vacant. Although the agencies will work with the refugees to relocate them into more suitable housing, the process is slow and difficult. Many of the refugee families are intergenerational and often have 5 to 7 children. Large apartments, 3-bedrooms units, are too small for these families, leading to overcrowded conditions. Many of the families have been put into housing that have roach infestations. As the families move into other housing, the roaches are transported with their belongings, creating a poor public perception and leading landlords to avoid renting to such families. The ethnic diversity of the refugee population has led to some friction between the indigenous population and the refugees. Language barriers are an immediate problem. But social differences create other problems. The lack of recreational facilities in central Johnson City has created neighborhood concern.

### BARRIERS TO AFFORDABLE HOUSING

The Town of Union comprises three distinct governments, the Town and the Villages of Endicott and Johnson City. Some functions, such as assessments, tax collection and street lighting are administered by the Town for the entire Town, including the Villages. Regulatory controls, for the most part, are under the jurisdiction of the individual municipalities. The Town's regulatory ordinances pertain to the portion of the Town outside the boundaries of the Villages. Steps have been taken to improve coordination between the respective municipalities, with consolidation of services a primary tool to foster coordination as well as produce cost savings. Through a cooperative agreement, the development of a Comprehensive Plan will be done on a town-wide basis. The implementation of the Plan, through various regulatory ordinances similarly will be developed on a town-wide basis, with the respective municipalities adopting the regulations.

Despite the three separate municipal regulations, they do not function in a manner that would restrict or deter the preservation and enhancement of the existing housing stock, the development of new housing nor the provision of affordable housing.

Comprehensive Plan The three municipalities in 1967 cooperatively developed a Comprehensive Plan which covered the municipalities separately but integrated the three separate plans. In 1993, the three municipalities executed a Cooperative Agreement under which the Town of Union Planning Department would develop a Comprehensive Plan for the entire Town. The development of the Plan is underway. The Plan should be completed in 1996. This new Plan would provide the focus and background for revising the municipalities' regulatory ordinances in a

coordinated manner to implement the policies embodied in the Plan.

Zoning Ordinance The Town of Union in 1984 adopted a completely new Zoning Ordinance as part of the implementation of the 1979 Comprehensive Plan. The Zoning Ordinance does not cover the two Villages. The previous Zoning Ordinance did not recognize nor deal adequately with the older portions of the Part-Town. For example, bulk requirements for all residential zones were based on a minimum 7,000 square feet lot, minimally 60 feet wide. About 25% of the residentially developed areas of the Town have lots of 40 and 50 feet width, 4,000 to 5,000 square feet. The restrictive regulations made new development or additions in the older areas of the Town difficult, requiring variances for most actions. The 1984 Ordinance created additional residential zoning classifications, reflecting the urban character of portions of the Town as well as the suburban and rural portions. The 1984 Zoning Ordinance allows for a wide range of uses and densities of development in various locations throughout the Town. The Villages' Ordinances are in need of updating to reflect changes in development modes and economic forces. The Ordinances do reflect the higher density and intensity of uses that exist within the Villages, so do not pose the same barrier to affordable housing and the preservation of the existing housing stock, that the Town's Ordinance posed.

Subdivision Regulations The Town of Union adopted new Subdivision Regulations in 1990, the first major revision since the Board adopted regulations in 1961. The Subdivision Regulations incorporated current construction techniques, tied the regulations to the Zoning Ordinance and provided flexibility linked to the specific requirements of the site. The regulations also placed controls and restrictions on development that would impact existing, adjoining development, thus preserving the integrity of existing development. The Village of Endicott has one active subdivision, there is no other vacant land in the Village suitable for new development. The Village of Johnson City has several active developments ongoing in the Oakdale area and the northern portion of the Village. Due to the increasingly coordinated and consolidated public works functions, the Villages are modifying their Subdivision Regulations to bring them into conformance with the Town's Regulations.

## Attachment E

### 4. PHA Rent Determination Policies Narrative

Chapter 6 Factors Related to Total Tenant Payment Determination is amended as follows:

1. Amend A. Income and Allowances “Minimum Rent” and Minimum Family Contribution

“Minimum rent” in the Certificate Program is \$25. “Minimum rent” includes the combined amount (TTP) a family pays towards rent and/or utilities. Minimum family contribution in the Voucher Program is \$25.

If the family requests a hardship exemption in writing, the minimum rent requirement is suspended beginning the month following the family’s hardship request. The minimum rent is suspended until the PHA determines whether there is a hardship covered by statute, and whether the hardship is temporary or long-term.

If the PHA determines that there is a qualifying hardship, but that it is temporary, the PHA will suspend the minimum rent for a period of 90 days from the date of the family’s request. At the end of the 90 day suspension period, the minimum rent is imposed retroactively to the time of suspension. The family will be offered a repayment agreement for the amount of back rent owed.

If the PHA determines that there is no hardship covered by the statute, the minimum rent is reinstated from the time of suspension, including back payment for minimum rent from the time of suspension. The family will be offered a repayment agreement for the amount of back rent owed.

If the PHA determines that there is a qualifying long term hardship, the PHA will exempt the family from the minimum rent requirements.

Financial hardship includes:

1. The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
2. The family would be evicted as a result of applying the minimum rent;
3. The income of the family has decreased because of changed circumstance, including loss of employment;
4. A death in the family has occurred; and
5. Other circumstances determined by the PHA or HUD.

The family shall provide reasonable documentation of the hardship.

Chapter 12 Recertifications is amended as follows:

1. Amend C. Reporting Interim Changes amend Increases in Income - Interim

### Reexamination Policy

Families will be required to report only the increases in household income which comes from a new source. (The amendment of this section eliminates the requirement that participants report increases in income during the certification period. This will be an incentive for participants to increase working hours and pay)

## **Attachment F**

### **5. Operations and Management Narrative**

Chapter 9 Request for Lease Approval and Contract Execution is amended as follows:

1. Amend H. Owner Disapproval

add:

10. Owner has history of failing to terminate tenancy for drug-related or violent criminal activity or other threatening activity.

11. Owner has engaged in drug-related or violent criminal activity.

Chapter 16 Owner Disapproval and Restriction is amended as follows:

1. Amend A. Disapproval of Owner

add:

11. Owner has history of failing to terminate tenancy for drug-related or violent criminal activity or other threatening activity.

12. Owner has engaged in drug-related or violent criminal activity.

Chapter 11 Owner rents, rent Reasonableness and Payment Standards is amended as follows:

1. Amend C. Making Payments to Owners

add:

For the purposes of determining late payment, payment date is based on the date the payment is mailed by the PHA.

## **Attachment G**

### **11. Homeownership Programs Administered by the PHA Narrative**

Add: Chapter 21 HOMEOWNERSHIP

#### **A. LIMITATIONS**

No more than 25 families shall be assisted under the homeownership provision of the Program. Homeownership is an option for all applicants as well as all current participants.

#### **B. HOMEOWNERSHIP PROGRAM REQUIREMENTS**

Participants and applicants will be briefed about the Program. Qualified families will choose whether they want to take advantage of the homeownership option instead of rental assistance. The family must be eligible for the Voucher Program and must

1. Be a first time homebuyer. Families may not have owned title to a principal residence in the last three years. The right to purchase under a lease-purchase option does not count as ownership interest;
2. Head and spouse must demonstrate sufficient monthly gross income to meet homeownership and other family expenses;
3. Income counted for minimum requirement must come from sources other than public assistance. Public assistance is only disregarded for minimum income requirement. Public assistance will be counted for elderly and/or disabled families. Minimum income shall be considered to be equal to or exceed 30% of the AFI as based on family size;
4. Family must demonstrate that the head or spouse is currently employed full time and has continuously been for one year prior to homeownership assistance. Disabled and elderly families are exempted from this requirement;
5. Head or spouse that has previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance;
6. Family must not have record of unpaid rent or moneys owed PHA.

#### **C. PROCEDURES**

2. Families must attend and complete homeownership counseling sessions.
3. Upon the completion of the counseling sessions, the family shall have up to six months to locate a house, secure financing and close on the property. If the family does not complete during the six month period, the PHA will issue a Voucher for rental assistance
4. The housing unit must be inspected by the Section 8 Inspector and pass HQS.
5. The family must hire a professional inspector to inspect the house. The inspector will provide a copy of the inspection report to the family and to the PHA.
6. The PHA may disapprove the house on the basis of the inspection report.



7. The seller must pay for any required repairs.
8. The family may be eligible for and may use Town Mortgage Assistance Program funds
9. Mortgage financing must comply with the requirements of the Town Mortgage Assistance Program even if the family does not participate in the Town's Mortgage Assistance program.
10. HAP shall be paid directly to lender
11. PHA table for maintenance and repairs shall be used for allowances
12. If family defaults on mortgage, will be considered as failure of family obligation and person will be terminated from assistance